NEXT REPOSITORY UPLOAD
SEPT 30, 2014

SSISUpdate

Use SSIS Placement Reports to Prepare for Northstar Care for Children

To prepare for the implementation of Northstar Care for Children, it is important that agency placement data is as accurate as possible. SSIS will send out data cleanup reports to agencies that have placement related data that need to be evaluated and corrected prior to the release of SSIS V14.4.

Until then, there are some existing reports available in SSIS for agencies to use now to clean up placement data. Access the following reports from **Tools > General Reports > Placement.**

Placement Locations without a Continuous Placement

- Run this report back to 07/01/2013 and evaluate/correct any Placements listed.
- All settings classified as Placements must fall within the dates of a Continuous Placement.

Short-Term Locations and Absences Lasting 30 Days or More

- No date range is included; Run including closed locations and absences; concentrate on evaluating any that are currently open, or were open since 07/01/2013.
- Absences (runaways, etc.) are listed to ensure these are closed when the child has returned to placement or has been discharged from agency placement responsibility; they do not need to be less than 30 days.
- Locations with the reason "Behavioral consequences – less than 30 days" should actually last less than 30 days. Either correct the dates or the placement reason to ensure accurate AFCARS reporting and future Northstar classification.

Placements with Overlapping Dates

- This report is erroneously including placements that do fall within the dates of a continuous placement because it is including time in the date comparison when it should not.
- We do not recommend using this report at this time. It will be fixed in a future release.

If you have questions, please contact the SSIS Help Desk at 651-431-4801 or email at dhs.ssishelp@state.mn.us

2015 Service Arrangements

Due to the implementation of Northstar, SSIS recommends that you do not create any 2015 Service Arrangements for Services 180 (Treatment Foster Care), 181 (Child Family Foster Care) or 188 (Supervised Independent Living (18 up to 21)) until you receive Version 14.4.

Version 14.4 is scheduled for statewide release early December 2014 and includes new edits for Service Arrangements and Payments. Service Arrangements (2015 service dates) created for Services 180, 181 or 188 prior to receiving 14.4 will have to be deleted and recreated before making Payments.
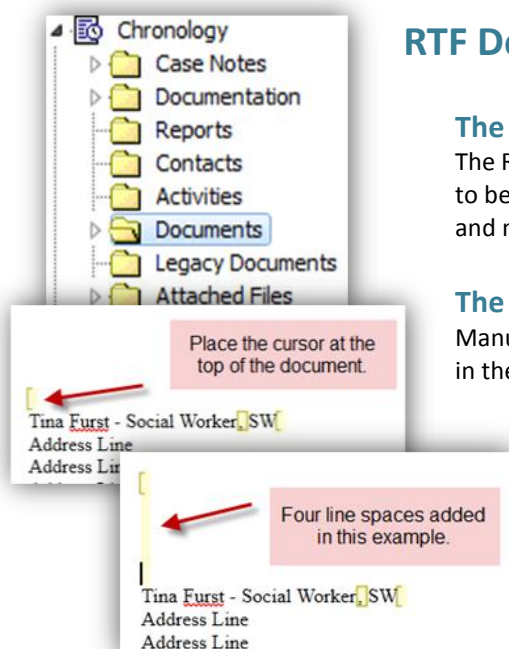
REMINDER When you create Yearly Settings for 2015, the Significant birthday rate change defaults to the 'First of the month' and is not editable.

Trial Home Visit Cleanup in SSIS

Reminder: When a Trial Home Visit (THV) starts or a youth runs away from Placement and the child has not been discharged from the agency's "care and control" responsibility, enter a Location or Absence according to the following:

- **Leave the Continuous Placement open as long as the agency still has "care and control" responsibility**

- **End the previous Placement setting as appropriate:**

  ‣ When the child moved from the Placement setting back to their reunification home to begin the THV

  ‣ When the agency stopped paying to hold the youth's bed at the facility in a runaway/absence situation

- **Enter a Location or Absence to record the duration of the THV or Absence from foster care**

- **Discharge the Continuous Placement and/or end the Location as appropriate when:**

  ‣ The THV has been successful and the court dismisses the agency's "care and control" responsibility (whether there is an order for protective supervision or not): discharge the Continuous Placement and end the Location as of the date of the court action.

  ‣ The THV has not been successful and the child returns to foster care while the agency still has "care and control" responsibility: end the THV Location; enter the new Placement; the Continuous Placement remains open – the child was not discharged from care so there is no need for a new Continuous Placement.

  ‣ The child remains absent from Placement and the court dismisses the agency's "care and control" responsibility: discharge the Continuous Placement and end the Absence as of the date of the court action.

  ‣ The child returns from the absence while the agency still has "care and control" responsibility: end the Absence; enter the new Placement; the Continuous Placement remains open – the child was not discharged from care so there is no need for a new Continuous Placement.

If you have questions, please contact the SSIS Help Desk at 651-431-4801 or email at dhs.ssishelp@state.mn.us

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RTF Document Template Headers – Blank Headers

The Issue
The RTF Document Template Headers feature does not allow blank headers to be saved. Many local agencies print documents onto existing letterhead paper, and need extra spacing on documents to accommodate the letterhead.
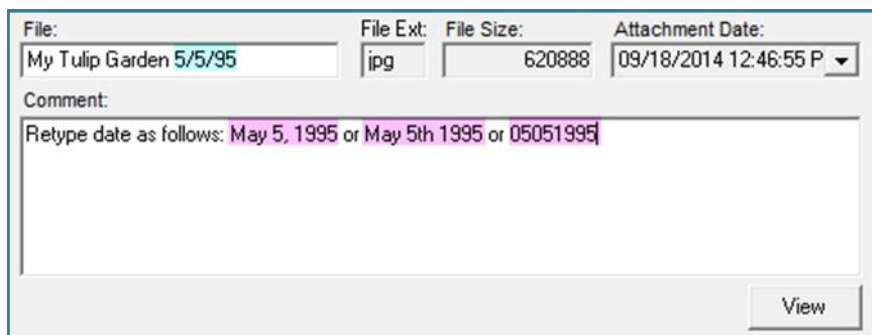
The Workaround
Manually add line spacing to individual documents as they are created in the Workgroup Chronology.

1. **From the Chronology node, create a New Document or select an existing Document.**

2. **Click on the blue E to expand the editor.**

3. **Place the cursor at the top of the document to the right of the open bracket.**

4. **Press the Enter key to add as many line spaces as are needed.**

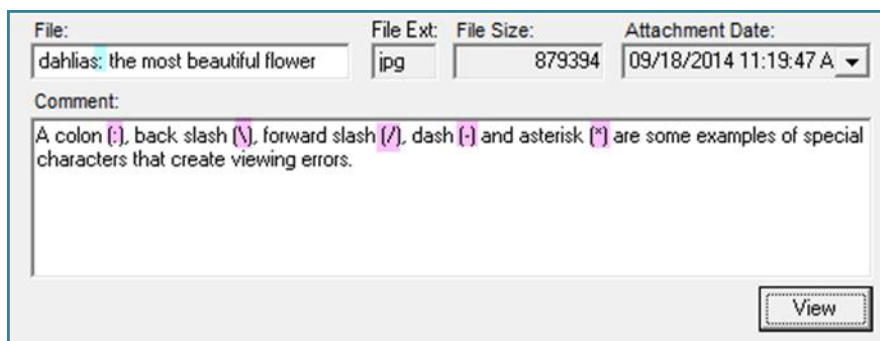## Having Trouble Viewing Your Attached File?

Workers have discovered they cannot view their documents, graphics, or photos as expected when using the attached files feature. Usually this occurs when the worker renames the file once it is in SSIS. If this happens, double-check to see if the title of the file includes special characters. The most frequent example is adding a title and date in the File naming field: Child's birth certificate 5/5/1995. This creates an error message and the worker cannot view the file. A date can be added as May 5 1995 or 05051995 without an error occurring.

File:		File Ext:	File Size:	Attachment Date:
My Tulip Garden 5/5/95		jpg	620888	09/18/2014 12:46:55 P ▾

Comment:
Retype date as follows: May 5, 1995 or May 5th 1995 or 05051995

View

If these error messages display, delete the attached file and return to the original document/graphic/photo on the workstation or local agency shared drive and rename it without special characters. Then return to SSIS and attach the file to a participant or in workgroup chronology.

There are other special characters that create the same problem, e.g., slash, backslash, colon, asterisk, etc. The ability to use special characters depends entirely on which kind of software is being used and is not limited to SSIS.

File:		File Ext:	File Size:	Attachment Date:
dahlias: the most beautiful flower		jpg	879394	09/18/2014 11:19:47 A ▾

Comment:
A colon (:), back slash (\), forward slash (/), dash (-) and asterisk (*) are some examples of special characters that create viewing errors.

View

Two Additional Tips

1. Don't delete the original file on the workstation or local agency network until it is confirmed that it can be viewed in SSIS.
2. Consider if future workers, statewide case access requesting workers, and DHS staff can understand what the attached file contains when naming files using the attached files feature.

Upcoming Training Events

VA-CEP Class
Class Date & Location
September 30, 2014 (Duluth)
12:30—4:30 PM

SSIS Basics Classes
(Formerly SSIS New Worker Training)

Day 1
SSIS Basics—Intake
October 7—Brainerd
October 14—St. Paul
November 4—Rochester
December 9—St. Paul

Day 2
SSIS Basics—Case & Workgroup
October 8—Brainerd
October 15—St. Paul
November 5—Rochester
December 10—St. Paul

Day 3
SSIS Basics—Child Services
October 9—Brainerd
October 16—St. Paul
November 6—Rochester
December 11—St. Paul

For more information, see
Implementation Memo #155

SSIS Fiscal New Worker 2-Day Training [FNWT]

This course is designed for new Fiscal workers and can also be used as a refresher course for current staff working with fiscal tasks such as Service Arrangements, Payments and Healthcare Claims. Participants work directly in SSIS during the two-day class.

Class Dates & Locations for FNWT
October 15-16   Brainerd
November 19-20 Metro (St. Paul)

Register on TrainLink at least one week prior to the class date.

Registration for Brainerd closes on Wednesday, October 8, 2014

Registration for the Metro session closes on Wednesday, November 12, 2014

FNWT may be cancelled if fewer than seven people enroll.
Currently both sessions are at risk of being cancelled due to low enrollment.

For more information, see
Implementation Memo #156

Mentor Changes?
Please send mentor information changes (contact info, status, etc.) to:

✉ **Mary Klinghagen**
Fiscal Mentor Coordinator

✉ **Lisa Litchfield**
Worker Mentor Coordinator

If you have a new mentor, be sure to include their phone, email, and status as a Primary or Alternate mentor.

Find SSIS Updates On CountyLink!

Download the **SSIS Update Topic Index** and search for back issues, articles and issue numbers.